

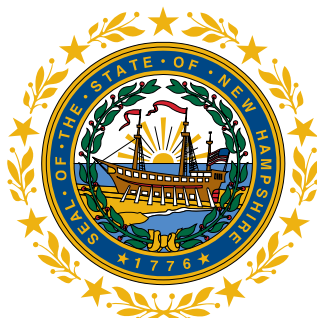
UNEMPLOYMENT COMPENSATION

YOUR RIGHTS AND OBLIGATIONS



To file your Unemployment Compensation claim go to:

www.nh.gov/nhes



This pamphlet contains general information only.

It does not have the force of law

In order to protect your rights and meet your obligations, you should read this entire booklet. Most claim problems can be avoided if you read this entire booklet!

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Concord NH 03301-4857

Phone: (603) 224-3311 Fax: (603) 228-4145 Web Site Address: www.nh.gov/nhes

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NH Employment Security
Manager: Arthur McAllister
Spinning & Weaving Bldg
85 Mechanic Street
Lebanon NH 03766-1506
Phone: (603) 448-6340
Fax: (603) 448-6342

Unemployment Claims Inquiry

(General information for employers and claimants)

Manchester area: (603) 665-1500

All others: 1-800-266-2252

Fax: (603) 656-6698

Claims Line Hours for Customer Service:

Monday-Friday 9 a.m. - 4:30 p.m.

Benefit Adjudication Unit

PO Box 9506

Manchester, NH 03108-9506

Phone: 1-800-266-2252 or (603) 656-6680

Fax: (603) 656-6698

NHES Local Office Hours

Monday-Friday 8 a.m. - 4:30 p.m.

Note: Some offices are closed between noon & 1:00 p.m.

Please call ahead to check on availability.

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What should I do if I become unemployed?

Each time you become unemployed or have your hours of work significantly reduced, file a new claim or reopen an existing claim via the Internet at our web site or visit the nearest NH Employment Security office to file your claim on a computer in our Resource Center. Open your claim during the week your hours are reduced or, if you became unemployed from full-time work on Thursday or Friday, open your claim on Sunday or Monday. If you live in another State and your last employment was in New Hampshire, you may file your claim over the Internet. If you do not have access to the Internet or need language assistance, you may call 1-800-266-2252 to speak to a Customer Service Representative during business hours (Monday - Friday, 8 a.m. – 4:30 p.m.).

Have this information ready before you file

- * Your Social Security Number
- * Address (mailing and home address)
- * Telephone Number
- * E-mail Address
- * Alien Registration Number (if you are not a U.S. citizen)
- * Amount of separation, holiday, sick, or retirement pay you received or will receive
- * Military Form DD-214, member 4 copy (if you were in the military in the past year)
- * Form SF-8 (if you worked for the Federal government in the past year)

In addition, for each employer you worked for in the past 18 months, have the following information available when you file:

- * Complete name and address of each employer (including zip code)
- * Payroll address if different
- * Employer's telephone number (including area code)
- * Beginning and ending dates of employment (day, month and year)
- * Reason for separation

How and when do I file a claim?

Filing a claim is a **TWO-STEP process**. You must complete **BOTH** steps to be potentially eligible for payment. Please see specific instructions on filing below.

STEP 1: Initial Claim:

This is the first claim you file after becoming unemployed, your first claim in a Benefit Year. It is not a request for compensation, but it serves as a notice to the Department and your employer that you may claim benefits. You must register and file your **initial** claim application over the Internet. Your claim is effective the Sunday of the calendar week in which it is opened. To be timely to claim the week in which you last worked, you must file your initial claim within **3 (three) business days** of your last day worked. You must file no later than the **last day of the first week** for which you wish to file for benefits.

When you register you will be provided with a 6-character temporary PASSWORD to log on with. The first time you log on, you must use this 6-character temporary PASSWORD and will immediately be required to change it to one of your own choosing. Your chosen PASSWORD must be at least 6-characters long, can be a combination of letters, numbers or special characters and is case-sensitive. Your PASSWORD is for your private use. This PASSWORD is your legal signature and it is important that you do not communicate it to anyone. You will be held responsible for all activities which require your PASSWORD.

**If you receive or expect to receive a severance package,
when should you open your claim?**

If you receive separation pay such as severance for a period of more than 30 days after your last physical day of employment, you may want to review the information provided below and the Amount and Duration of Benefits information on our web site at www.nh.gov/nhes, File for Unemployment Benefits, to determine the best time to open your claim.

IMPORTANT NOTICE

Fraud Prevention: To prevent fraud, NHES matches records with those of other state and federal agencies including the Social Security Administration.

Cross-Match programs compare wage records compiled in New Hampshire and nationally. NHES also compares state and national new hire reports to Unemployment Insurance (UI) records to ensure that claimants who have returned to work full-time are no longer collecting benefits and claimants who are working part-time are reporting accurate earnings.

Protecting the integrity of the UI Trust Fund, which pays employees' benefits, is a responsibility NHES takes very seriously. The NHES toll-free number, 1-800-852-3400 EXT. 34016 is available for concerned citizens to report suspected incidents of unemployment insurance fraud and abuse.

**When you open your claim
is your choice**

While you do not have the option to choose whether the Primary or Alternate Base Period is used to establish your Weekly Benefit Amount (WBA), you do have the right and ability to choose when to open your claim.

Opening a claim will establish the Effective Date, Base Period, Weekly Benefit Amount (WBA) and Benefit Year. Once a WBA has been established, a week of benefits has been filed for, and the Monetary Determination mailed detailing that information, the claim is final. It can not be withdrawn at a later date because you have discovered that if you had waited until a different quarter to open your claim, you would have established a better WBA or Benefit Year.

By using the Primary Base Period table and the Benefit Amount Schedule provided on the Amount and Duration of Benefits link on our website, you can look at how your WBA may change depending on what quarter you open

your claim. If you are receiving a separation package from your employer that includes many weeks or months of severance, vacation, holiday pay, sick and/or bonus pay, etc., you may want to look at any difference between opening immediately upon becoming unemployed or waiting until your separation pay is near or actually exhausted, especially if it would mean opening a claim in a different quarter of the year. You may want to consider waiting to open your claim so that the timing will allow you to collect a full 26 weeks of benefits in the Benefit Year you establish. Separation pay (including severance, vacation, holiday, sick, bonus, etc.), is disqualifying in New Hampshire. You can not be paid unemployment benefits for a week in which you received or expect to receive a week of separation pay.

STEP 2: Continued Claim:

To claim weekly benefits, file over the Internet on our web site www.nh.gov/nhes, click File for Unemployment Benefits box on right side of page, or call 1-800-266-2252 (or 665-1500 in the Manchester area).

This is the actual request for payment of benefits that is made each week. You must file your first continued claim between the first Sunday through Saturday period following the week you open your claim, and every week thereafter that you wish to file for benefits. You may file your Continued Claim any time of the day or night.

All Continued Claim's will be for a one-week period only, and must be filed no later than the Saturday following the week being claimed.

If you choose to file Continued Claims over the telephone you will be asked to enter and create a 4-digit PIN (Personal Information Number) and you will be routed through an automated system that will ask you many questions. Please listen to each question completely before using your keypad to answer. The best time to call is non-business hours, when the lines may not be as busy. If you have a rotary telephone or one of your responses requires us to obtain more information, you may be directed to call during normal business hours. Once your claim is filed on the telephone, you should receive a message confirming that your claim was accepted. When using the Internet, you will receive a confirmation number. If you do not receive this confirmation, please call during normal business hours - Monday through Friday, 9 a.m. to 4 p.m.

Instructions on how to log-in - FIRST TIME USERS:

NOTE: Use the **Tab** key on your keyboard to move from box to box, field to field on all pages presented. You may use your mouse to click in each box if you prefer. **DO NOT** click the **BACK** button on the Browser menu at the top of the screen. You may be disconnected from the application and will have to start over.

NOTE: If you use the **HELP** button anywhere in the application, click the **"X"** button to close the help text window and return to the application.

1. Go to our main website, www.nh.gov/nhes
2. Click the File for Unemployment Benefits button on the right side of the page.
3. Click the blue Create New Account (Register) link located near the top left of the page. You must register before you can actually file an application.
4. You will be brought to the Claimant Language Preference screen.
5. Choose to proceed in English or Spanish.
6. You will be brought to the Claimant Registration Screen - Step 1 of 2.
7. Enter your First Name, Last Name, and Date of Birth. Enter your SSN twice, click the Next button.
8. You will be brought to the Registration Complete page - Step 2 of 2.
9. Write down or copy your 6-character temporary password that is provided on this screen in bold text, then click the HOME PAGE link in purple.
10. You will be brought back to the initial NHES web page.
11. Click the link near the top left of the page titled Existing User Log-In.
12. You will be brought to the Claimant Language Preference screen.
13. Choose to proceed in English or Spanish.
14. You will be brought to the Claimant Login screen.
15. Enter your User Name (Social Security Number) twice and then enter your temporary password from Step 9. Then click the Login Button.
16. You will be brought to the Enter New Password screen. Create and enter your own PASSWORD. Enter it 2 times for confirmation.
17. You will be brought to your personal NHES Unemployment Benefits - Main Menu screen.

Instructions on how to Log-in - returning users:

1. Click the link near the top left of the page titled Existing User Log-In.
2. You will be brought to the Claimant Language Preference screen.
3. Choose to proceed in English or Spanish.
4. You will be brought to the Claimant Login screen.
5. Enter your User Name (Social Security Number) twice and then enter your PASSWORD. Click the Login Button.
6. You will be brought to your personal NHES Unemployment Benefits - Main Menu screen.

NOTE: *If you have forgotten your password or get locked out after three incorrect attempts, you must report to your NH Local Office with identification or call 1-800-266-2252 for assistance. If you choose to call, you may be asked several questions to validate your identity before resetting your password.*

Instructions to file a New Initial Claim for Unemployment Benefits:

1. After you have registered and logged in, click the link "File a New Claim for Unemployment Benefits" from your NHES Unemployment Benefits - Main Menu screen.
2. Answer all questions provided on the multi-page application for benefits to file your new Unemployment claim. Please read and answer questions carefully.
3. An accurate and complete work history is very important. Please list all employment in the 18 months prior to the date of the application you are completing. If you have previously filed a claim and have worked since, you must report any new employment on an additional claim.
4. Please list all employment, whether in New Hampshire or in another State or Canada, as well as any self-employment or sub-contractor work.

NOTE: *If you miss any required information while filing your application, a red warning message will be given when you click to proceed. Enter the missing information and click NEXT to proceed.*

Instructions for filing your Continued Claim on the Internet

1. From your NHES Unemployment Benefits - Main Menu screen, click the link that displays the week ending date of the week that is due to be filed (format **mm/dd/yyyy** - where m = month, d = day, y = year)
2. Answer all questions provided on the continued claim to file for payment for the week. Please read and answer questions carefully.

NOTE: *If you miss any required information while filing your application, a red warning message will be given when you click to proceed. Enter the missing information and click NEXT to proceed.*

If you encounter problems using the Internet, you may file your weekly payment request (continued claim) by phone at 1-800-266-2252.

When will I get my check?

After your initial claim is completed, it is immediately transmitted to the Benefit Adjudication Unit for processing. Your monetary eligibility is determined and a Determination of Unemployment Compensation mailed that details your potential WBA (weekly benefit amount). This document is not a guarantee of payment. If there are questions on non-monetary eligibility conditions, you may be contacted for additional information. Depending on the number of questions about your claim, if any, you can expect to be contacted and/or receive a Determination of Eligibility within 30 days. If you are unemployed for any reason other than lack of work,

more time may be needed to process your claim. If you are found eligible, checks will be issued for any timely weeks filed at the same time the final non-monetary eligibility determinations are made. Remember to file for weekly benefits (also known as continued claims) according to the instructions provided. You will only receive payment for continued claims that are filed timely.

First Payable Week is Waiting Week

The first week determined to be payable for any initial unemployment claim with a Benefit Year Beginning of January 3, 2010 or later will not be paid and will be served as a “waiting week” per new Legislation. You must still file timely for the week and all weeks for which you wish to receive benefits after opening your initial claim. The department will determine which week will be served as the waiting week. This waiting week will not reduce your total available benefits. The Maximum Benefit Amount for a new claim remains 26 times your established Weekly Benefit Amount. This law does not apply to claims that already exist or to special program claims, such as Emergency Unemployment Compensation, Trade Act., Disaster Unemployment or Extended Benefits.

What do I do if I am unable to file by telephone or Internet due to technical difficulties with the Department’s telephone system or Web page?

If you are unable to file your weekly Continued Claim due to technical difficulties with the Department’s telephone system or web page, please try again on another day within the same week. Problems are usually resolved by the next day. Remember, you have 7 calendar days to file the claim, the Sunday through Saturday period immediately following the end of the week you are filing for.

If you do not receive a confirmation number after filing over the Internet, please use the telephone system (dial 1-800-266-2252) to file your weekly request for payment. If you are still unable to file, please visit your New Hampshire local office to complete a paper claim. As a last resort, you are allowed to file your claim by mail. Print the “Continued Claim” form from our web site and mail to 300 Hanover Street, Manchester, NH 03303. The form may be found at www.nh.gov/nhes using the Forms and Publications link on the left side of the page and choosing Job Seeker. You will be presented with a list of form links, including the Continued Claim.

What do I do if I “skip” filing a week or my claim has shut down due to high earnings for a week and I want to file for the next week?

If, for any reason, you do not wish to claim benefits for a week, but wish to claim benefits for a subsequent week, you must reopen or “restart” your claim over the Internet or in the nearest NH Employment Security Local Office during the week you again wish to file for benefits. If you have filed a Continued Claim for benefits for a week and reported gross earnings on that claim that exceed 130% of your weekly benefit amount, your claim may shut down because there are no benefits payable to you for that week. This is considered a high earnings week, also known as DOBA (deductions over benefit amount). In order to claim subsequent weeks, you must first reopen or “restart” your claim over the Internet or in the nearest NH Employment Security Office. To reopen or restart your claim, click that option on your Main Menu screen. You must do this before you file another Continued Claim.

If you forget or need to change your Password or PIN

If you live in New Hampshire or within 25 miles of a New Hampshire local office, you will need to report to the nearest NH Employment Security local office. Please bring proof of identity. If you reside in another state, call 1-800-266-2252, and speak with a Customer Service Representative. You may be asked questions to validate your identity before the department can reset your password.

What is Unemployment Compensation (UC) also known as Unemployment Insurance (UI)?

It is a weekly benefit paid to a person who:

1. Has been working in covered employment,
2. Becomes unemployed through no fault of his or her own,
3. Meets eligibility requirements, and
4. Files timely and proper claims.

Your employer pays taxes for provide this benefit. No monies are paid by the employee or deducted from an employee's paycheck.

What is "Covered Employment"?

It is work done for employers who are subject to the New Hampshire Unemployment Compensation Law or the Unemployment Compensation Law of other States or the Federal government. These employers pay into a fund established to pay UC benefits or, in some cases, repay the fund for benefits paid to their former employees.

Are all employers covered?

No, but most New Hampshire businesses are covered including state and local government agencies as well as many non-profit organizations. Coverage is determined by the Department and is not determined by whether your employer reported your earnings. Real estate or insurance salesmen paid solely by commission and elected officials are examples of employment which is not covered. Federal civilian and military employees are covered under federal unemployment compensation programs administered by NHES.

Benefit Amounts

In New Hampshire, your Weekly Benefit Amount (WBA) is based on wages you earned in covered employment during the first four of the last five completed calendar quarters preceding the week in which you initiate your claim. The twelve month period of time used to calculate your Weekly Benefit Amount is known as a "Base Period". If you cannot establish a WBA using the first four of the last five completed calendar quarters, the Department can use the last four completed calendar quarters as an alternative.

To establish a benefit rate, you must have minimum earnings in the Base Period of at least \$2,800 and you must have at least two calendar quarters with earnings of \$1,400. See the chart on the back cover for the specific weekly amount you qualify for based on your annual earnings in the Base Period. Once a claim for unemployment is initiated, the Benefit Amount associated with it is effective for a twelve month period of time, known as a "Benefit Year". An individual who has received unemployment benefits during a Benefit Year is required to have earned \$700 of wages in covered employment since the beginning of such Benefit Year in order to qualify for benefits in the next Benefit Year. If you have not worked and earned at least \$700 since you opened your last claim, you will not qualify for a new year claim, even if you have met the \$2800 and \$1400 monetary eligibility requirements.

What is my Weekly Benefit Amount? (WBA)

That is the most you may receive for each week of total unemployment. It is based on your total base period earnings (See "Benefit Amounts" for how your WBA is calculated).

What is my Potential Maximum Benefit Amount? (MBA)

That is the potential amount of benefits available to you throughout the Benefit Year. It is usually twenty-six times your maximum Weekly Benefit Amount.

What if some or all of my employment was performed in other states?

Your wages from employment in other states may be combined to establish or increase your Benefit Amount in New Hampshire, or you may have a claim against the other state. You may file your claim in any state you have worked in during the primary or alternate base period (usually the last 18 months). The state in which you first file your application for benefits will contact the other states you provide employment history for. Once those states have responded, you will be provided with the options you have in each state for potential benefits so that you can make an informed choice.

What if my claim is against another state?

If you live in New Hampshire and choose to file against a different state, your right to benefits will be determined under the law of that state and you must follow the filing instructions you will receive from them.

Can wages earned in military service or federal employment or monies received from Worker's Compensation be used in computing my entitlement?

Yes, but special steps may be necessary as certain restrictions may apply to their use. If you were in the military during the Base Period, you may be asked to provide your DD-214 (Member 4 copy). If you worked in federal civilian employment, you will speed your claim if you provide your SF-8, SF-50, and proof of earnings for the base period such as W-2 form or check stubs. If you received Worker's Compensation, a copy of your Award Letter from the Department of Labor may speed up your claim.

Eligibility Requirements

What is meant by "Eligibility"?

In order to be eligible for unemployment compensation, you must meet the following requirements in each week:

1. You must be totally or partially unemployed. You are totally unemployed for any week in which you did not perform any work and for which you have no wages payable to you. Self-Employment is work and must be reported when you file claims. Work for spouses and/or children, whether compensated or not, must also be reported.
2. You must register for work to be eligible for benefits, unless you have been specifically exempted. Visit your New Hampshire local office or use the Job Match System at <https://nhworksjobmatch.nhes.nh.gov/> to enter your job registration. In the near future, this may be done automatically as part of filing an unemployment claim. You would still be responsible for accessing the job match system to update information that changed after filing your claim.
3. The majority of claimants must be available for full-time work on all shifts and during all the hours when the work he/she is qualified to do is normally performed. The law does allow availability for part-time work in specific circumstances when there is a recent history of part-time employment, and/or restrictions to specific shifts due to child care needs or the care of an ill, infirm or physically or mentally disabled family member. **
4. You must be physically and mentally able to work.
5. You must actively look for work, keep a list of employers you contact about a job and the activities you perform as part of looking for work, such as websites visited or networking groups you participate in. Each week, you must try to find work on your own by contacting employers who are likely to have work in your usual occupation. If you cannot find work in your regular occupation, you are expected to look for work in other occupations for which you are qualified.
6. You must file timely claims for benefits.
7. You must participate in Re-employment Services if selected by NH Employment Security.
8. You must disclose whether or not you are required to make child support payments, or whether you owe an uncollected over-issuance of food stamp coupons.
9. You must report any refusal of work or referral to work.

*** RSA 282-A:31, I(d) provides that if availability is limited to part-time work, the claim for benefits must be based on wages earned in part-time work. Administrative Rule 501.15(b) establishes that "based on wages earned in part-time*

work” means during the individual’s base period, some portion of the individual’s annual earnings were for employment of less than 37.5 hours per week.

*** RSA 282-A:32, I(d)(2)(D) and (E) provides consideration for being unable to apply for or accept full-time or part-time work during a specific shift when the individual is the only adult available to care for a natural, adopted, step or foster child under the age of 16, or an ill, infirm or physically or mentally disabled family member.*

In addition to the laws mentioned above, per RSA 282-1:32, I(d)(2)(F), if an individual is permanently physically and/or mentally disabled, full-time or part-time work for such individual shall be the hours and shifts the individual is physically able to work as certified by a licensed physician and there must be a market for the services offered during those hours/shifts.

What is a “Week”?

For Unemployment Compensation purposes a “week” is always the 7 calendar days beginning at 12:01 AM Sunday and ending on midnight the following Saturday.

What is “full-time” work?

“Full-time” work is generally considered to be 35 to 40 hours per week, however, in some industries the number of hours for particular services may be different based on schedule or custom.

For individuals with a permanent physical or mental disability, “full-time” is considered to be those hours and shifts that a physician has certified the individual as able to work provided there is a market for the services the individual offers during these hours and shifts.

What is “part-time” work?

“Part-time” work is considered to be fewer than 37.5 hours or fewer hours than what the employer deems to be full-time work.

How will I know if I qualify for benefits and the amount?

You will be mailed a Determination of Unemployment Compensation about your monetary eligibility and, if there are any questions about your claim, one or more Determination of Eligibility documents about your non-monetary eligibility. **Please read both sides of all documents.**

The **Determination of Unemployment Compensation** will contain the following information about your monetary eligibility:

1. The Benefit Year ending date,
2. A list of employers for whom you worked in the base period,
Shown below are standard abbreviations you may see on your determination.
MRE: Most Recent Employer BPE: Base Period Employer
LEU: Last Employing Unit CHG: Chargeable Employer
3. The wages you earned from each employer in each quarter and your total quarterly base period earnings,
4. Your Weekly Benefit Amount, the potential Maximum Benefits available to you and for what duration they are available.

This monetary determination is not a guarantee of payment. It is to advise you and your employer that a claim for benefits has been filed and, if eligible, what the weekly benefit rate will be and upon which wages that rate is based.

The **Determination of Eligibility** will contain information as to whether you have been allowed or denied benefits and for which date(s) for each type of non-monetary issue that was raised about your claim. If you disagree with any information contained on a Determination of Eligibility, you may file an appeal (see section on Appeals).

Disqualifications

What are the reasons which I would not be paid benefits?

1. You will not be paid benefits for any week for which you do not meet all of the eligibility requirements explained in the section titled, **ELIGIBILITY REQUIREMENTS**.
2. You will not be paid benefits for any week for which you are disqualified.

You will be disqualified if:

- a. You **left work voluntarily** without good cause attributable to your employer. This means that it was your decision to leave your job. This may also include situations where you were a no call/no show for work when expected.
- b. You **stopped self-employment** or closed your business.
- c. You are **self-employed**. This means operating a business as an officer, director, stockholder, partner or proprietor with the intent to gain profit or other benefit. It excludes temporary self-employment which was entered into without the intent to establish a business.
- d. You were **discharged for misconduct** connected with your work. Misconduct is a deliberate or controllable action which adversely affects your employer. It includes but is not limited to breaking company rules, willful failure to perform the duties of your job, or excessive tardiness or absenteeism.
- e. You **fail without good cause to accept suitable work when offered**, refuse a referral to suitable work, or you fail without good cause to apply for suitable work or to return to your customary self-employment when directed to do so by this Department. Generally, whether work is suitable is determined by your physical capabilities, training and experience, previous wages and working conditions, distance of the job from your home, and the length of your unemployment.
- f. You are **not available for work** outside your home for any reason.
- g. **You are seeking to receive or have received payments in the form of unemployment compensation under an unemployment compensation law of another state or of the federal government.**
- h. You are unemployed due to **disciplinary layoff or suspension**, provided the disciplinary layoff or suspension is for a reasonable term and is based upon good cause as determined by this Department.
- i. You are unemployed due to a **stoppage of work** which exists because of a labor dispute (strike), unless the stoppage is the result of a lockout or you are not participating in, financing, or directly interested in the dispute.
- j. You were **discharged for intoxication** or the use of a **controlled drug**, of such degree and rate of occurrence as to seriously hamper or interfere with your work or the work or safety of others.
- k. You were **discharged for arson, sabotage, felony, assault which causes bodily injury, criminal threatening, or dishonesty** connected with his or her work.
- l. You **failed to file on the date and time** or in the manner you were directed to file.

Reduction of Benefits

For how long will I lose my benefits if I am disqualified?

The time for which you will not receive benefits depends upon the reason. For example, untimely filing of claims usually results in loss of benefits for week(s) that were not claimed in a timely manner; voluntarily leaving work without good cause attributable to your employer requires you to return to work for five weeks, earn 20 percent more than your Weekly Benefit Amount, and again become unemployed through no fault of your own. The written Determination of Eligibility you receive will tell you either how long the loss of benefits lasts and/or what you must do to again become eligible.

Will my maximum benefit amount be changed or reduced?

There are several reasons which will cause your checks to be changed or reduced.

1. **Base Period earnings.** If the amount of earnings shown on your original Determination is found to be incorrect, your Weekly Benefit Amount may be changed. The amount of change will depend upon the final total of Base Period earnings. If the wages shown on your Determination are not accurate, you must tell the Department immediately or you may be over or underpaid.
2. **Earnings from educational institutions.** If you are claiming benefits during a school vacation or between school terms, your Weekly Benefit Amount may be reduced by that amount of your benefits that is based on earnings from any educational institution, if you will be returning to educational employment after the school vacation or term break.
3. **Benefit offset.** If you owe the Department for a benefit overpayment, your Weekly Benefit Amount may be reduced in order to recover the overpayment amount. The amount of reduction may be up to 100 percent of your Weekly Benefit Amount or the balance of the overpayment still due. If you disagree with the amount of the overpayment or the percentage being withheld, contact the Benefit Payment Control Unit of NHES at 10 West Street, Concord NH 03301, telephone number (603) 228-4015.
4. **Overpayments.** An overpayment occurs when you are paid benefits to which you are not entitled. For example, if an overpayment results from your failure to report wages or other reportable income due you for a period for which you claim benefits, you will be liable for repayment of such amount. If such failure is willful, you will be subject to additional penalties under the law. **Always report all work and all wages and other income when filing your claim.** You may also be overpaid as a result of the appeal process. If a decision which found you eligible for benefits is later reversed by the appeal tribunal, appellate board or the Supreme Court, any benefits previously paid will become overpaid and restitution may be required. Once final disposition of your claim has been made, you may, at that point, be liable for monthly interest charges on any unpaid amounts. Anytime your benefits are to be reduced, except for earned wages, anytime you are disqualified, and anytime you are found to be overpaid, you will receive a written appealable Determination.
5. **Child support.** If you owe child support, your Weekly Benefit Amount may be reduced to pay that support when the Department is directed by the court or an authorized agency to withhold a portion of your benefits. The amount of reduction will be determined by the court or voluntary agreement. The Department is required to withhold at least 20 percent of your Weekly Benefit Amount if you are delinquent in your payment of child support.
6. **Retirement income.** Certain kinds of retirement income or pensions may reduce your Weekly Benefit Amount. In general, pensions to which you did not contribute 50 percent or more and which were contributed to by your Base Period (or latest) employer, will reduce your Weekly Benefit Amount dollar for dollar. You must report any type of retirement pay or pension to the Benefits Adjudication Unit so that a correct decision can be made. Although Social Security benefits are not deductible from your Weekly Benefit Amount, you are required to report if due to the receipt of these benefits you are restricting your availability or ability for work.
7. **Federal Income Tax.** You may voluntarily elect to have 10 percent of your gross benefits deducted and withheld for Federal Income Tax purposes. You may change your election, in writing, at any time. An "Election Form for Withholding of Federal Income Tax" (Form 453) is available on our Web Site under "Forms & Publications" for Job Seekers. In late January, you will be mailed a statement on Form 1099-G of all Unemployment Compensation benefits paid to you, and all amounts deducted and withheld for Federal Income Tax purposes during the previous calendar year. The Internal Revenue Service (IRS) will be given the same information. The IRS will furnish complete information on how to report and compute the tax. If you need to report a change of address to receive the 1099-G Form, please use the Update Personal Information link on your Main Menu or send your change request in writing to:

**NH Employment Security,
Attn: UCB
32 South Main Street
Concord, NH 03301-4857**

8. **Partial Unemployment.** If you receive or will receive wages for hours worked in any week that you file for benefits, your Weekly Benefit Amount will be reduced, possibly to zero, by a part of those wages for each week to which the wages apply. **You may be eligible for partial payment of benefits if the gross wages payable to you for the week, computed to the nearest dollar, are less than your Weekly Benefit Amount plus 30 percent.** In calculating the amount of partial unemployment benefits due you for a week: Add 30% to your Weekly Benefit Amount; subtract the **gross** amount of the wages you earned from that figure. If the result is less than your Weekly Benefit Amount, that is the amount of benefits due you. Example: Your benefit rate is \$100. $\$100 + 30\% = \130 . You earned \$87.63 **before deductions**. $\$130 - \$88 = \$42$ which is the amount of benefits due you. You must file your claim for partial benefits on the same schedule as you would for total benefits. If you are filing your Continued Claim over the Internet, you may enter your gross wages and number of hours worked for the week when you answer “yes” to working. When you file your Continued Claim over the phone, you can enter the same information using the keypad on your telephone. You are also expected to report any holiday pay you receive for the week you are claiming in a similar manner. You must provide the gross amount of the holiday pay and the number of hours the holiday pay was for when you file your weekly claim.

If you provide inaccurate information, you may be found overpaid, and would be required to make restitution to the Department. You must report all work and/or earnings and/or holiday pay for any week you claim.

In deciding the amount of benefits you will receive, the Department includes the following “unearned income” as “wages”.

- A. Vacation pay
- B. Sickness or separation pay
- C. Payment of accrued leave
- D. Payment upon discharge from military service
- E. Payment under a profit-sharing plan, i.e. 401K if you didn’t contribute more than 50%
- F. Bonuses
- G. Earnings in self-employment
- H. Worker’s Compensation
- I. Any kind of payments, including salary, commissions, and bonuses for work performed during the week
- J. Back Pay awards
- K. Payment in kind, i.e. room and board, goods for services, etc.
- L. Some kinds of “unearned wages” - vacation or separation pay, for example - will be applied to more than one week, if the amount due you is more than your usual weekly earnings.

How will I know about a reduction in my Weekly Benefit Amount?

If your weekly payment is to be reduced or withheld, you will be notified in writing except when the reduction is for earnings for less than full-time work. In the case of benefit offset you will already have received a Determination stating you must repay benefits. In other cases the notice will be a Determination of Eligibility stating the week or weeks affected and giving the reason for the reduction. If the reduction is due to earnings or holiday pay, you will not receive a Determination stating the amount of the reduction.

Appeals

What if I do not agree with the Determination that I receive?

You may appeal a Determination of Eligibility if you disagree with it. You must appeal within 14 calendar days from the date the Determination was mailed to you. Your Determination will show the date of mailing and the final timely day for receipt of your appeal by this Department. If your appeal cannot be filed within the fourteen days, you must explain the cause of the delay. The time can be extended by the Commissioner only for good cause.

- a. **You may file an appeal using your Main Menu.** Choose the View Notices and Correspondence link. Choose and view the Determination of Eligibility that you wish to appeal. Choose the APPEAL DETERMINATION link and enter the information requested.
- b. **You may file an appeal in person** at any New Hampshire Employment Security local office where an appeal form will be provided to you. Bring the document(s) you are appealing with you to the office if you need assistance. Once the form is completed, the staff can forward to the Appeals Unit; or
- c. **You may file an appeal by mail** by sending the previously described form or a letter to the Appeals Unit of NH Employment Security explaining that you wish to appeal and why. Send a copy of the document(s) you wish to appeal with your letter (**If mailed, your appeal must be postmarked within the 14-day time limit to be timely.**) The letter should be sent to:

**NH Employment Security,
Attn: Appeals Unit,
PO Box 9505
Manchester, NH 03108-9505**

- d. **You may file an appeal by email** by sending an email to the Appeals Unit of NH Employment Security at appeals@nhes.nh.gov explaining that you wish to appeal and why. You must include the Determination ID# in the email.

Note: *An appeal will not be accepted over the phone.*

Can my employer appeal the Determination?

Yes. Your employer will receive a copy of every Determination on your claim and has the same appeal rights that you have.

What happens after I file my appeal?

You will receive a confirmation that your appeal has been received. You will be separately notified by mail to participate in a telephone or in-person hearing. It is very important that you read the entire Notice of Hearing. This hearing will be scheduled for the earliest possible date after you file your appeal. If in-person, the hearing will be held at the local office where you filed your claim. If by phone, the notice will include the Claimant and Employer Telephone Number(s) for Appeal Tribunal Hearing form that must be completed and returned immediately. If, for extenuating circumstances, you cannot attend or participate on the call on the date scheduled, you may request a postponement according to the instruction on the notice. The Department reserves the right to grant or deny your request for a postponement.

If you decide to obtain an attorney for your hearing, you must do so immediately so as to enable a speedy hearing. Your attorney must file an Appearance letter with the Appeal Tribunal and the other interested parties to notify them of the attorney's involvement in the hearing. Your attorney will be contacted by the appeal tribunal in order to schedule the hearing. You may be able to find low cost or free legal assistance by contacting the NH Legal Assistance (1-800-562-3174) or the pro bono referral office of the NH Bar Association. Check your local telephone book for numbers in your area.

What happens at an appeal hearing?

The Appeal Tribunal will usually be a single person called the Chairman but may be a chairman and two members. Your former employer will receive a notice of the hearing and may attend or send a representative.

The Appeal Tribunal will review the facts leading to the Determination of Eligibility and will ask for further facts. You and your former employer will also be given an opportunity to ask questions or to make statements. **This hearing will be your only opportunity to present facts (evidence) to support your claim.** The Tribunal is not limited to considering just the issues being appealed; any issue relevant to the claim will be considered.

The Tribunal must determine all issues necessary to finally dispose of the case. After the hearing, the Tribunal will make a Determination and send you a written decision.

What if I disagree with the decision of the Appeal Tribunal?

You may request that your appeal be reopened. The request must be in writing to the Commissioner, NH Department of Employment Security, C/O Appeal Tribunal, PO Box 9505 Manchester, NH 03108-9505, and it must be **received in hand or, if mailed, postmarked within 14 days of the date that the Appeal Tribunal decision was mailed.**

Your request must state the reason(s) that your appeal should be reopened. The only reasons the Commissioner can accept are fraud, a mistake of fact or law, or the existence of evidence that could not have been reasonably available at the time of the hearing. You will be notified by mail of the Commissioner's decision. If a reopening is granted, you will be scheduled for a new hearing.

What if the Commissioner says no?

You may appeal to the Appellate Board. The appeal must be in writing and must be received by the Board, or if mailed, **postmarked, within 14 days of the mailing of the Commissioner's decision.** Mail the appeal to:

**NH Employment Security
Attn: Appellate Board
32 South Main Street,
Concord, NH 03301-4857**

Should I continue to file claims while my Determination is under appeal?

Yes, it is important that you continue to file for any week of unemployment for which you wish to claim benefits while your appeal is pending. Should any level of appeal rule in your favor, you will only be paid benefits for the weeks for which you properly filed your claim in a timely manner.

Claim Representative

The Claim Representative is a Department employee whose job it is to help unemployed persons resolve problems with their claims for unemployment benefits. This person can give advice and answer questions as well as assist you in preparing for an appeal hearing. Under special circumstances, the Claims Representative may accompany you in the appeal hearing. The Claim Representative also reviews Department Determinations to ensure that benefits have not been unnecessarily withheld. The Claim Representative is not a lawyer; for legal advice or representation you should contact an attorney. To make appointments to speak to the Claim Representative call 1-800-685-6588, or (603) 229-4438, or (603) 228-4017 as soon as an appeal is filed.

Looking for work

How can I find out where to look for work?

Please use our Resource Centers located in each of our NH Employment Security Offices for self-directed work search activities. Newspapers, publications, books, and videos are available for you. Books in our library cover topics from resumes/cover letters, networking, the Internet and career research. We also have assistive technology devices available.

Use one of the many workstations to work on your resume or cover letters and print them out. Computers have word processing packages and special templates and programs designed especially for your ease in resume/cover letter preparation. You may research employers or careers through a software program called O*NET, Ability Profiler, and Interest Profiler. Telephones are available in most Resource Centers for local employer calls. In most offices, additional services include use of a copy machine, and the use of a Fax machine for sending your resume and cover letter to employers. In addition, you may want to sign up for a free Job Search Workshop

or take advantage of other scheduled workshops in most offices on veterans issues and assistance, credit and financial counseling, tax assistance, nutrition information, child care information and more. You may also look at the help wanted ads in the newspapers located on the newspaper rack in the Center.

If you are a veteran, we have services and programs you may be eligible for. In most Resource Centers, there is information available just for veterans. Please ask for a Veterans Representative. If you would like one-on-one employment counseling, please ask for an Employment Counselor.

You may use computers in our Resource Centers to register on our on-line Job Match System. You can enter your information in the Applicant Resume format, view open Job Orders and apply as directed. In addition, you may use a computer in the Resource Center for free Internet access to link to other employment, social services, and government sites. Use our web site to access economic and labor market information, including NHNetwork (an economic and labor market information data system); upcoming job fairs; information about Unemployment Compensation and forms for printing/ downloading; publications to help with your job search; and information about upcoming events at the Resource Centers.

We link to many other employment related sites, including the State Division of Personnel for state job openings; company sites posting their own openings; America's Job Bank, which lists openings nationwide; and the **NH WORKS** web site, www.nhworks.org, which offers information on supportive services, e.g. food stamps, fuel assistance, training, and education. Some "One-Stop" Partner agencies are physically co-located in the NH WORKS Centers located within NH Employment Security offices across the state. Some have auxiliary sites in libraries, State of NH Vocational Rehabilitation Offices, and offices of the Community Action Program (CAP) Association.

What should I do if I am referred to a job?

You should make every effort to follow through on the referral as soon as possible; failure to do so could result in loss of benefits.

What if I refuse a job?

Refusal of a **suitable** job will result in loss of benefits; however, a number of things must be considered in deciding whether a job is suitable, such as wages, distance to the job, experience or training, and length of unemployment, among others. **You must report any job offers** when you file your continued claim; it is the Department's responsibility to decide whether the work is suitable.

Approved Training (Attending school)

What if I decide to pursue schooling or training?

In order to collect benefits while in training, or attending school, you must secure approval from NHES **when you file your initial claim or prior to beginning the training, whichever comes later**. Please make an appointment with your local office Employment Counselor to fill out the written request form as required. You will receive a written Determination which will indicate whether or not the work search requirement is waived. You may appeal a decision that denies the waiver of the work search. If your training situation changes, you must inform NH Employment Security at once.

What is Profiling?

"Profiling" is a federally required program to help the unemployed claimant find a suitable job as soon as possible. The Department is required to identify claimants who are likely to be unemployed for an extended period of time. In order to do this, a number of factors are considered including: length of time on the job, your occupation and the industry you worked in, and whether your separation from work is permanent. This process is called profiling. You may be directed to participate in certain employment services such as

skill assessment, job assessment, job counseling and job search workshops. If you do not participate in these activities after being directed to do so, you may be disqualified from receiving benefits.

Benefit Rights Interview Orientation (BRI)

To assist our customers with the Unemployment Compensation process, NH Employment Security conducts group orientations on individuals' rights and obligations under NH Unemployment Law, and a description of the services we provide. This one-hour session is **mandatory** for all customers who do not have a date to return to work within two weeks of becoming unemployed. You will be notified by letter of the date and time of this orientation, which usually occurs within three weeks of filing your unemployment claim. To prevent identity theft, a photo ID and/or social security card are checked at the orientation.

Eligibility Review Interview (ERI)

While filing for unemployment compensation, you may periodically receive a notice directing you to report to your local office for an Eligibility Review Interview. During these interviews, your eligibility to continue receiving unemployment compensation will be reviewed. You will be required to provide the Department a record of what you did to find work since your last in-person interview. At this interview, you may also receive or be referred to various re-employment services designed to assist you in your search for work. Failure to attend an Eligibility Review may result in you being disqualified from receiving benefits, and may result in being found overpaid for benefits previously paid to you.

Conducting an effective search for work

Should I keep a record of where I go looking for work?

Yes. To be eligible for unemployment compensation benefits, you must be actively seeking work which you are qualified to perform. While there is no specific number of contacts you must make each week, you are expected to do what a reasonably prudent person would do in order to return to work. Failure to seek work and/or provide an accurate record of your work search efforts may result in you being disqualified from receiving benefits, and may result in you being found overpaid for benefits previously paid to you. To help you keep track of your work search efforts, the Department has Work Search Logs available at each local office. You can also download a copy of the Work Search Log from our website, http://www.nh.gov/nhes/jobseeker/js_forms_pub.htm. The Work Search Log contains instructions for its use. To best reflect your total efforts, we strongly encourage you to record your job contacts on the Work Search Log as they happen.

For an Effective Search for Work, it is recommended that you:

1. Seek work you are qualified to perform.
2. Seek work you know is available during the time of year you are unemployed. For instance, searching for landscaping or construction work during the dead of winter is not prudent.
3. Follow work search procedures that are normal for the type of work you are seeking. Most people apply for work in person, however, some positions may require that a resume be sent, or e-mailed.
4. Contact new employers each week. While it is well advised to follow up with previous job contacts you've made, you cannot rely solely on repeat contacts to meet your work search requirement.
5. Leave an application or resume with the employer if he/she is accepting documents for future reference.
6. Bring along a complete work history to help you fill out the employer's application.
7. Network amongst your family, friends, former employers, etc. Anyone of these people may know of an opening which fits you.
8. Do not rule out temporary jobs. Many times these jobs become permanent and are sometimes the best way you can introduce yourself to a good company.
9. Research the employer prior to the interview. Know what they do or make.

If I accept an offer of work, do I still need to continue searching for work?

If you accept a firm offer of permanent full-time work (or part-time work if you have met a previously outlined exception), and you will start work within four (4) weeks, you are not required to search for work during that period. A confirmable offer is one that can be verified with the employer. If the start work date is postponed beyond the original 4 week period, it is your responsibility to contact NHES for further work search instructions.

If you receive an offer of work that will not start within the next four (4) weeks, you must continue to look for permanent full-time work (or part-time work if you have met a previously outlined exception) in order to continue receiving benefits.

Returning to work

What should I do when I return to work?

Remember, you always claim benefits for the week ending the previous Saturday. Therefore, when you return to work you may still have the previous week to claim. File your Continued Claim for this week in the same manner as you did your other Continued Claims.

Residence in another State

What if I live in another state, but my claim is based on New Hampshire employment?

If you live in **another state and reside more than 25 miles from a New Hampshire Employment Security office**, use our web site to file a claim, www.nh.gov/nhes, File for Benefits button, or call 1-800-266-2252 during normal business hours, choose which language in which to proceed (English or Spanish) and then Option #2. A Customer Service Representative will assist you.

If you live in another state, but **within 25 miles** of a NH Employment Security office and you wish to file a claim against New Hampshire, you must file your claim for benefits over the Internet at www.nh.gov/nhes using the File for Benefits button, or report to the NH Employment Security office for assistance.

Changing Your Address

What if I change my address while I am filing claims?

Use your Main Menu, Maintain Personal Information link to update your address. If you do not have access to a computer, visit a NH Employment Security office or call the Customer Service Center at 1-800-266-2252.

What if I leave the area, or leave the State temporarily?

You must still meet all of the eligibility requirements before you can receive benefits for any week you are not in your normal labor market area, including but not limited to, providing evidence that you have been looking for work and have been available for work.

Claims are periodically reviewed

The Department has a Quality Control program that selects claims for review to verify that benefits were paid or denied correctly. If you are contacted by the Quality Control Unit, it does not mean that there is anything wrong with your claim. You will have been chosen at random by the computer for an audit and will be asked to complete a questionnaire and be interviewed. Your cooperation contributes to the improvement of the unemployment compensation program. Quality Control will contact your former employers and investigate all aspects of your claim including your search for work. If you were not paid all the benefits you were entitled to for any week, the investigator will see that you receive any money due you; if you were not entitled to the benefits you received, you will be found overpaid and may have to pay the money back.

Misrepresentation-Fraud

What happens if I intentionally give wrong or incomplete information when I file my claim?

The Department also maintains a Benefit Payment Control Unit whose responsibilities include detecting and investigating claimant and employer fraud or misrepresentation. An investigation may commence as a result of an allegation of fraud or as a result of a computer cross match of benefits paid against wages reported in this or any other state. Misrepresentation on your claim can bring serious consequences. To willfully make false statements or to knowingly fail to disclose material facts to obtain or increase benefits paid to oneself or another individual can constitute fraud. This is a Class A felony if you receive \$1000 or more in benefits; a Class B felony if you receive between \$500 and \$999.99; and a Class A misdemeanor if you receive under \$500 as a result of the misrepresentation.

Conviction of a Class A felony carries a fine of up to \$4000 and/or imprisonment for up to 15 years; a Class B felony carries a fine of up to \$4000 and/or imprisonment for up to seven (7) years; and a Class A misdemeanor carries a fine of up to \$2000 and/or imprisonment for up to one (1) year. In addition, benefits fraudulently obtained must be repaid and benefit eligibility can be lost for up to one (1) year from the date of conviction.

The most common reason for fraud penalties is failure to tell the Department about working, either for a new employer, in self-employment or as a sub-contractor. **You must report all work you do** in any week for which you claim benefits even if you have not yet been paid for the job. Too often people are required to repay benefits and are ineligible for up to a full year because they claim total benefits for the week in which they go back to work.

Trade Adjustment Assistance **TRA, RTAA & HCTC**

Trade Adjustment Assistance (TAA) was created to provide benefits and support to workers who become unemployed due to the impact of international trade. The TAA program seeks to provide U.S. workers who are adversely affected by trade with the opportunity to obtain the skills, resources, and support they need to become reemployed. An adverse effect includes a job loss or threat of job loss.

TAA includes a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be entitled to training, a job search allowance, a relocation allowance, and other reemployment services. Additionally, weekly trade readjustment allowances (TRA) may be payable to eligible workers following their exhaustion of unemployment benefits. Usually, TRA benefits will be paid only if an individual is enrolled in an approved training program.

For more information about Trade Act, the Health Coverage Tax Credit (HCTC), and the Reemployment Trade Adjustment Assistance Program (RTAA) please visit our web site at <http://www.nh.gov/nhes/tradeact.htm> or contact the NHES Trade Act Coordinator at 32 South Main Street, Concord, NH 03301-4857, Telephone 603-229-4355 Fax: 603-229-4321.

Establishing Eligibility for Trade Adjustment Assistance

A petition must be filed with the Office of Trade Adjustment Assistance to establish group eligibility to apply for TAA (Trade Adjustment Assistance). Petitions may be filed by a group of three or more workers, their union, or an authorized representative. For more information or to obtain proper forms, visit your nearest local office or go to our web site.

Benefits and Services

If you are a member of a worker group certified by DOL and are determined to be individually eligible by your state, you may be eligible to receive the following benefits and services:

Employment and Case Management Services: Skill assessments, career counseling, supportive services, information on training, and more.

Training: Up to 156 weeks of full-time or part-time training.

Trade Readjustment Allowances: Up to 156 weeks of cash payments for workers enrolled in full-time training within 26 weeks of their trade-related layoff or certification, whichever is later.

Health Coverage Tax Credit: A tax credit covering 80% of the worker's monthly premium for qualified health insurance.

Reemployment Trade Adjustment Assistance: A wage subsidy for up to 2 years that is available to workers age 50 or over who get reemployed at a reduced salary.

Job Search Allowance: For costs of a job search outside your local area.

Relocation Allowance: For costs of relocating to a job outside your local area.

Equal Opportunity is the Law

It is against the law for New Hampshire Employment Security (NHES) to discriminate on the following basis: against any individual in the United States on the basis of race, color, religion, sex or sexual orientation, genetics, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity. NHES must not discriminate in any of the following areas: deciding who will be admitted, or have access to any WIA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation with either the NH Employment Security Local Office Manager or the Assistant to the Commissioner, NHES, 10 West Street, PO Box 1140, Concord NH 03301, phone number 603-228-4073 or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210. If you file your complaint with the Local Office Manager or the Assistant to the Commissioner (NHES) you must wait either until NHES issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If NHES does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for NHES to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90 day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If NHES does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action. For Further Information see your NH Employment Security Local Office Manager.

Privacy Notice

The Privacy Act of 1974 requires that you be furnished this statement because you are being required to furnish your Social Security Account Number on the claim forms given to you. Your Social Security number is solicited under the authority of the Internal Revenue Code of 1954 (26 U.S.C. 85, 6011(a), 6050B and 6109(2)). Disclosure of your Social Security number for this purpose is mandatory and must be entered on the forms you submit to claim unemployment compensation. Your Social Security Number will be used to report your unemployment compensation to the Internal Revenue Service as income that is potentially taxable; it will also be used as a record index for processing your claim, for statistical purposes, and to verify your eligibility for unemployment compensation. Should you refuse to disclose your Social Security number, your claim for unemployment compensation benefits cannot be processed.

Public Law 98-369 amended Title XI of the Social Security Act and requires that income and eligibility information such as your wages and benefit amount must be available to the agencies which administer the following programs: Workforce Investment Act programs (effective 8/7/98) Aid to Families with Dependent Children (AFDC), Medicaid under Title XIX, Food Stamps, and any program approved under a plan approved under Titles I, X, XIV, or XVI of the Social Security Act.

NOTES

Benefit Amounts

RSA 282-A:25

Please Note: Benefit Rate Amounts may change at any time per act of legislature.

PARTIAL EARNINGS/QUALIFYING WAGES				
Effective for all new claims filed on 7/1/07 and thereafter				
<u>Annual Earnings</u>	<u>WBA</u>	<u>WBA+30%</u>	<u>Qual Wages WBA+20%</u>	<u>MBA</u>
\$2,800	\$32	\$42	\$38	\$832
3,100	35	45	42	910
3,400	39	51	47	1,014
3,900	45	58	54	1,170
4,200	48	62	58	1,248
4,500	52	68	62	1,352
4,800	55	71	66	1,430
5,100	59	77	71	1,534
5,600	64	83	77	1,664
6,100	69	90	83	1,794
6,600	75	97	90	1,950
7,000	80	104	96	2,080
7,400	83	108	100	2,158
7,800	88	114	106	2,288
8,200	92	120	110	2,392
8,600	96	125	115	2,496
9,000	101	131	121	2,626
9,500	105	136	126	2,730
10,000	110	143	132	2,860
10,500	115	149	138	2,990
11,000	120	156	144	3,120
11,500	126	164	151	3,276
12,500	137	178	164	3,562
13,500	148	192	178	3,848
14,500	159	207	191	4,134
15,500	167	217	200	4,342
16,500	178	231	214	4,628
17,500	188	244	226	4,888
18,500	199	259	239	5,174
19,500	206	268	247	5,356
20,500	217	282	260	5,642
21,500	227	295	272	5,902
22,500	238	309	286	6,188
23,500	249	324	299	6,474
24,500	254	330	305	6,604
25,500	265	344	318	6,890
26,500	275	357	330	7,150
27,500	286	372	343	7,436
28,500	290	377	348	7,540
29,500	301	391	361	7,826
30,500	311	404	373	8,086
31,500	321	417	385	8,346
32,500	331	430	397	8,606
33,500	342	445	410	8,892
34,500	352	458	422	9,152
35,500	362	471	434	9,412
36,500	372	484	446	9,672
37,500	383	498	460	9,958
38,500	394	512	473	10,244
39,500	405	527	486	10,530
40,500	416	541	499	10,816
41,500	427	555	512	11,102
Annual Earnings: An individual must have annual earnings of at least \$1400 in each of two separate calendar quarters				